

Industrial Revitalization Fund (IRF)

How-to-Apply Workshop



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**

Partners for Better Communities

www.dhcd.virginia.gov

Workshop Agenda

- Introductions
- IRF Background
- IRF Qualification Requirements
- Timeline
- The Application
 - Overview
 - Funding Priorities
 - CAMS
- Questions?



Industrial Revitalization Fund

Program to leverage local and private resources to achieve market-driven redevelopment of vacant and deteriorated structures that:

- Are no longer suited for their former purpose
- Deter future economic opportunity in surrounding area and region
- Once redeveloped could become catalyst for employment opportunities and on-going revitalization.



2014 Funding Round

- Funding: \$2 Million
- Number of Applications: 17
- Successful applicants:
 - **City of Martinsville-** Henry Hotel Redevelopment Project: \$600,000
 - **St. Paul IDA-** Willis Building Rehabilitation Project: \$600,000
 - **Town of Clifton Forge-** Masonic Theater Rehabilitation and Expansion Project: \$250,000
 - **City of Hopewell –** 328 E. Broadway Rehabilitation Project: \$387,900
 - **Wise County Industrial Development Authority –** Wise Inn Redevelopment Project: \$200,000



2015 IRF Program

- \$2 Million in Available Funding
- Maximum funding award is \$600,000/project
- Payment will be on a reimbursable basis for costs incurred/invoiced.



Eligible Applicants

- ***Eligible for local governments***

- Cities , Counties, Towns.
- Regional or local IDAs and EDAs.

Only ONE application per locality per funding round



IRF Grants

Local governments may apply for an IRF **GRANT** when...

- Property is publicly owned.
- Private property has an option agreement or contract in place to purchase at time of application.
- The owner of the private property is a non-profit entity.

Conditions:

- Property must be conveyed to locality before grant will be disbursed.
- Upon sale of the property to private for-profit entity, IRF grant must be repaid to DHCD
- Can designate a Redevelopment Authority or similar organization as an agent for implementation & administration



IRF Loans

Local governments **MUST** apply for an IRF **LOAN** on behalf of a private entity under the following conditions:

- Financing to complete the entire project must be in place.
 - Acceptable evidence: formal letters of interest, term sheets, or commitment letters.
- Projects must be ready to close the IRF loan within 6 months from DHCD's project award notification.
- IRF loans **will not close before** all other sources of primary financing are closed or commitment letters with a closing date have been issued.
- Virginia Community Capital underwrites loan agreement.
 - Grant to VCC, VCC loans to Developer, Principal/Interest goes to VCC



Standard Loan Terms

The following standard terms and conditions will apply **unless** a regionally significant project requires more favorable terms.

- 2.5%
- 10 Years
- 1% Commitment Fee; 50% due within 14 business days of execution of agreement and the remainder due at IRF closing.



Eligible Properties

- ***Not strictly limited to "Industrial"***
- ***Vacant and deteriorated properties***
 - Industrial
 - Commercial
 - Any large-scale non-residential
 - Multiple properties, if adjoining

Former Use:	
Eligible	Ineligible
<ul style="list-style-type: none">• Manufacturing• Warehousing• Mining• Transportation• Power production• Department stores• Theaters• Hotels• Shopping centers	<ul style="list-style-type: none">• Solely residential• Scattered site projects



George Wythe Hotel



Eligible Use of Funds

- *It's for redevelopment*
 - Physical activities:
 - Rehabilitation, repair, demolition, removal
 - Acquisition (fair market value)



Ineligible Use of Funds...

- Funds cannot be used for site remediation
- Funds cannot be used solely for acquisition and demolition without a market-based plan and commitment for redevelopment



Local Match

- ***A 100% match is required***

Example:

IRF Request = \$300,000

Match must \geq \$300,000
(at least a 1:1 match)

- Private or Public sources (Local, state, federal)
- Cash or documented costs directly related to IRF project
- Project funds already invested from July 1, 2013 to the present may count toward the match, but are not reimbursable.



Fund Access

- IRF Grants:

- Contract between DHCD and applicant outlining end products, conditions, fund disbursement and termination.
- Funds may only be used for **expenses incurred after the signing of the contract**.
- IRF funds are available on a **reimbursement basis only**. Funds may be drawn down to **reimburse costs** the applicant has incurred and paid for.

- IRF Loans:

- IRF funding will be released to the private developer pro-rata with other funders or once other sources are expended.



2015 IRF Application

- Scored based on Narrative, Distress, Feasibility
 - Distress scores are pre-calculated (Appendix A of Program Design)
- Must be submitted in CAMS
 - DHCD's *Centralized Application Management System*
- Please review the 2015 *IRF Program Design and Application Instruction Manual* before attempting an application.



Application Overview

- Project Budget & Narrative
- Project Overview: 14 Questions grouped by **funding priorities**
- Other Considerations (Extra Credit): Questions 15-19
- Required Attachments/ Supplemental Materials



Funding Priorities

1. Clear relationship to a local or regional economic development strategy.
2. A high degree of blight and deterioration to be addressed.
3. Project readiness with clear end use.
4. End use with a clear and significant economic impact.
5. Higher degrees of economic distress.

For more information on priorities, see page 4-5 of the Program Design.



Project Budget & Overview

Complete the Project Budget in CAMS and provide information on the proposed project in the narrative section...

- Identify ALL activities that need to be undertaken in order to complete the project and return the property to economic use.
 - Activities that will be accomplished using IRF must be identified as follows: *Administration, Clearance & Demolition, Building Construction/Renovation or Other*
- Legal costs associated with any activity must be shown on a separate line.
- In the case of activities whose costs will be paid for by funds other than IRF, use the category: *Other*.



Narrative

Questions are related to Funding priority themes including but not limited to:

- Local/regional ED strategies
- Why the property has been targeted
- The economic/social impact of the property in its current condition
- End Use/Economic outcomes
- Project budget/Operating costs
- Match
- Timeline of project activities
- Developer's Capacity (if applicable)
- Etc...



Other Considerations

Up to 5 extra points are available—one each for:

- A significant **regional focus** -- revenue sharing agreement or projects cited in a formal regional economic development plan.
- Eligibility for local real property tax abatement (§58.1-3221) or other **local incentives** to encourage property re/investment.
- Location in an **Enterprise Zone** and ability to qualify for the state and local incentives
- Location in a **special district**, including Designated Main Street Community status; a local, state or federal historic district; a redevelopment or blight removal district; a Technology Zone; Tourism Zone or other similar district.
- Location in a current **CDBG project area**.



Required Attachments & Supp. Materials

- Local Assurances & Authorization – signed by Chief Administrative Officer.
- Resolution - Locality must pass a resolution authorizing the application
- Property Information
 - Property Description Sheet (included in information packet)
 - Photographs
 - Maps
 - Match Use Chart
 - Additional Project info: pro-forma, resume on developer/principals, financial statements, market feasibility study, proof of recent Phase II environmental, letters of interest or other project related commitments, management plan/operation agreement, Sources & Uses of All funding, Part 1 and/or Part 2 of Historic Tax Credit Certification



Characteristics of a Strong Project

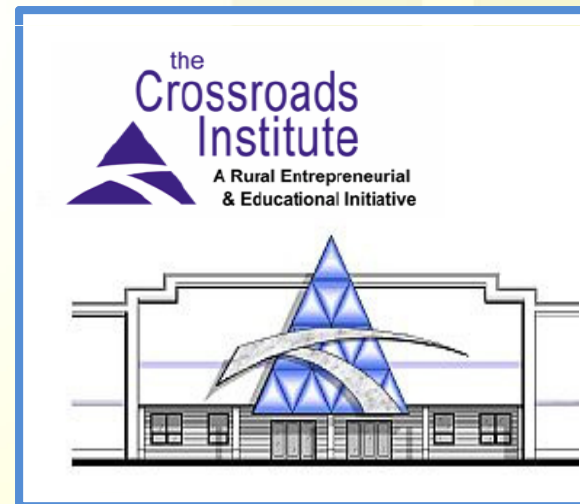
- Can't be finished without the injection of IRF funds
- High degree of **blight** and deterioration
- Project **readiness** with a clear end use: Ready to go!
- Significant Economic **impact**
- Locality has high degree of economic **distress**
- Clear relationship to local or regional **strategy**



Regional Strategy

Impacts that reach beyond the building...

→ *block* → *neighborhood* → *town* → *region*



Scoring

Relationship to Economic Development Strategy	20%
Project Identification and Description	20%
Readiness, End Use Plans and Impact	30%
Distress Factor	20%
Match	10%
	TOTAL 100%
Bonus Considerations	5%



Timeline

- ASAP: Register your Organization in CAMS
- **October 31, 2014: Submittal Deadline**
- November, 2014: Application Review
- Winter 2014: Anticipated Grant Announcement





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CAMS SYSTEM LINK
Applications and Registration

HOME

BUILDING CODES

HOUSING

BUSINESS

COMMUNITY

REGIONS AT WORK

C L G

RESOURCES

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COMPLETE PROGRAM LIST

ABOUT DHCD

BOARDS AND COMMISSIONS

JOB OPPORTUNITIES

PRESS RELEASES

PROCUREMENT OPPORTUNITIES

VIRGINIA HOUSING TRUST FUND PLAN

LOOKING FOR RENTAL HOUSING?



CAMS Organization Registration

Your organization must register in order to access funding through DHCD. Please note that DHCD does not provide direct assistance to individuals. Only one profile per organization is allowed.

Organization Primary Profile Manager/Contact

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Contact Title:	<input type="text"/>	Cell Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Contact Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Extension:	<input type="text"/>
*Contact Email:	<input type="text"/>		

Organizational Information

*Organization Name:	<input type="text"/>	*Street Address:	<input type="text"/>
		Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*ZIP Code:	<input type="text"/> - <input type="text"/> Whats my +4?
<input type="checkbox"/> Check this box if the organization address listed above is the mailing address.			
Mailing Address:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	ZIP Code:	<input type="text"/> - <input type="text"/> Whats my +4?
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	FAX Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*DUNS Number:	<input type="text"/>	*FEIN:	<input type="text"/>

CAMS User Guide

The CAMS or *Centralized Application and Management System* User Guide is designed as a complete reference tool. The individual documents will be updated to correlate to system updates and feedback from the customer and applicant population.

You may also find the [FAQ](#) to be a helpful resource tool. If you have questions or comments about this guide, please [contact us](#).

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Link to FAQ Document	2
Search Programs without a Login or Password	2
Register for an Organization Profile	2
Manage Organization (Profile Manager will add new users here)	2
Log into CAMS	2
I Forgot My Password!	2
I want to Reset my Password	2
Apply for Funding	2
Submit a Detail Project Budget	2
Manage Project Roles (Profile Manager only)	2

Program Search

By Program Name:

By Eligible Org Type: ☐ CHDO ☐ Developer ☐ Housing Authority ☐ Localities ☐ Nonprofit Organization ☐ Other (Private for profit) ☐ Planning District Commission ☐ State Agency

By Activity Type: ☐ Community Development ☐ Economic Development ☐ Homeless Service ☐ Housing ☐ Infrastructure

Following search results displays all available programs. Some programs may not be available to all organization types.

1 Results Page 1 of 1

Industrial Revitalization Fund Implementation

The Industrial Revitalization Fund (IRF) is to be used for the strategic redevelopment of vacant and deteriorated industrial properties across the Commonwealth. For the purposes of this program, the term "industrial" will be considered to mean any large-scale, non-residential structure. Remnants of past economic vibrancy and local economies in transition, these structures are no longer suited for their former purpose, and in their current deteriorated condition, stand as significant deterrents for future economic opportunity in the surrounding area and region. The maximum IRF award is up to \$600,000 per project. IRF awards require at least a 1:1 cash match. Only one application per locality will be accepted.

Funding priorities include projects that have a relationship to a local or regional economic development strategy, high degree of blight or deterioration, project readiness, end use that will have clear and significant economic impact, and higher degree of economic distress of the applicant.

To speak with someone about the program, contact Louellen Brumgard at Louellen.Brumgard@dhcd.virginia.gov or (804) 371-7069.

More information can be found at: <http://www.dhcd.virginia.gov/irf>

Application Start Date: 7/1/2014 End Date: 10/31/2014

Eligible Organization Type: Localities, Nonprofit Organization

Eligible Activity Type: Community Development, Economic Development, Infrastructure

Additional Information: [2015 IRF Program Design](#), [2015 IRF Application Instruction Manual](#)

Apply Application

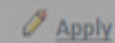
Find a Program: Industrial Revitalization Fund - 2015 - Industrial Revitalization Fund Implementation

1 Results

1

Page 1 of 1

Industrial Revitalization Fund Implementation



The Industrial Revitalization Fund (IRF) is to be used to assist in the revitalization of industrial areas in the Commonwealth. For the purposes of this program, the term "industrial" will be considered to mean a structure that is no longer suited for their former purpose, and in their current state, they are not safe for surrounding area and region. The maximum IRF award is up to \$600,000 per project. IRF awards are made on a competitive basis.

Funding priorities include projects that have a real and significant economic impact, and higher density development.

To speak with someone about the program, contact the program manager.

More information can be found at: <http://www.dhcd.virginia.gov>

Application Start Date: 6/26/2014 End Date: 10/31/2014

Eligible Organization Type: Localities, Nonprofit Organization

Eligible Activity Type: Community Development, Economic Development, Infrastructure

Additional Information: [2015 IRF Program Design](#), [2015 IRF Application Instruction Manual](#)

Application ID:

17406262014130630

Project Name:

Application Submission



Application ID: 17406262014130630

Project Name: IRF 2015 - Test [Edit?](#)

Program Name: Industrial Revitalization Fund Implementation

Application Start Date: 06/26/2014

Application End Date: 10/31/2014

Status: Incomplete

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)[Save This Tab](#)

Project Information

Organization Name: Virginia Department of Housing and Community Development - Community Development Division

Project Primary Contact ?

First Name*: *RequiredLast Name*: Title*: Email*: Work Phone*: - -

Project Location ?

Address*: Zip Code*: - [Whats my +4?](#)City*:

Primary Service Area* ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#)

No County Selected.

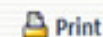
City: [Add/Edit City](#)

No City Selected.

Town: [Add/Edit Town](#)

No Town Selected.

Application Submission



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[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)[Save This Tab](#)

Project Information

Organization Name: Virginia Department of Housing and Community Development

Project Primary Contact [?](#)

First Name*:

Joy

Title*:

Work Phone*:

 - - Project Location [?](#)

Address*:

City*:

Primary Service Area [?](#)

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#)

No County Selected.

City: [Add/Edit City](#)

No City Selected.

Town: [Add/Edit Town](#)

No Town Selected.

Message from webpage



If you have made changes and not clicked "Save this tab" your data will be lost.

DISCLAIMER:

If you are unsure if you have saved your data, Click "CANCEL" to stay on this page and save.

Unsaved data will still appear until the page is refreshed.

OK

Cancel

Application Submission

 [Print](#)

Application ID: 17406262014130630 Project Name: IRF 2015 - Test [Edit?](#) Program Name: Industrial Revitalization Fund Implementation
 Application Start Date: 06/26/2014 Application End Date: 10/31/2014 Status: Incomplete

[Project Information](#)
[Project Budget](#)
[Narrative Information](#)
[Attachments](#)
[Additional Information](#)

[Save This Tab](#)

Project Budget Information

Please enter your Total Request: \$

Cost/Activity Category		DHCD Request	Other Funding	Total
<input checked="" type="checkbox"/> Administration	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Clearance and Demolition	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Building Construction/Renovation	Add Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Sewer Improvements	Add Delete *Invalid Action	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Water Improvements	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Street Improvements	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Flood Drainage Facilities	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	Add Delete	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:

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Virginia Department of Housing and Community Development
 600 East Main Street, Suite 300
 Richmond, VA 23219



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Application Submission



Application ID: 17406262014130630

Project Name: IRF 2015 - Test [Edit?](#)

Program Name: Industrial Revitalization Fund Implementation

Application Start Date: 06/26/2014

Application End Date: 10/31/2014

Status: Incomplete

Project Information Project Budget Narrative Information Attachments Additional Information

Save This Tab

Please answer following questions:

1. Discuss the overall project, intended end-use and the specific activities as well as identifying the sources of funding for the activities or portions of activity that will not use IRF funding. Indicate if the IRF project is the project in its entirety or a phase of a larger project. You will be able to discuss other sources of funding in more detail and attach documentation later in the application. Remember that projects should be poised to close within six months of notification of award by DHCD.

Save This Tab

NOTE: ALL questions must be answered before the application is complete. You may save and exit and continue at a later point, but keep in mind all text boxes must have a response before you will be allowed to SUBMIT. For questions which are not relevant, enter "N/A". Remember to SAVE frequently. The system will time out after periods of inactivity, so remember to save often!



2. Discuss any local and regional economic development strategies or plans and explain how the project ties in with identified goals/outcomes.

Save This Tab



Application Submission



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[Project Budget](#)
[Narrative Information](#)
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[Additional Information](#)

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Please submit/upload following required documents:

UPLOAD ATTACHMENTS INSTRUCTION:

INSTRUCTIONS: You may submit attachments to support your application. When doing so you must provide a separate Table of Contents to outline your attachments. The Table of Contents should indicate the name of the uploaded file and describe the contents of the attachment. When naming your attachments, use file names which identify the attachment's contents.

Required Attachments:

- **Resolution:** A resolution must be prepared and passed by the governing body of the locality authorizing the application for Industrial Revitalization Funds for the specific property (address will be sufficient) and documenting the specific dollar amount in IRF Grant matching funds from the locality and other sources. If the locality is applying on behalf of a non-profit or private for-profit entity, the resolution should document the specific match amount and indicate that it is the responsibility of the entity to come up with the match.
- **Local Assurances and Authorization:** The Chief Administrative Officer for the locality must sign to certify that the information in this application is accurate and correct.
- **Property Description Sheet:** Complete one sheet per structure to be addressed using the IRF. A strong application will provide a clear idea of the physical need for IRF resources.
- **Photographs:** Include no more than 9 images of each subject property. Please label the images with the address of the structure. Be sure to include images showing the following:
 - Façade and every other face that shows deterioration (no more than 5 images).
 - Interior (no more than 2 images).
 - Situation shot to show the structure in the context of the property or within a block or street front (no more than 2 images).
- **Maps:** 8 ½ X 11. Each map should clearly identify locality boundaries; major streets; highways (label) and the targeted property. Please use GIS where available.
 - Base map
 - Zoning map or land use map
- **Match Use Chart:** See page 10 of the 2015 Application Instruction Manual for more information and an example.
- **Additional Project Info:** Attach as Available and label clearly. The more information provided upfront, the sooner the project can get underway.
 - Project pro-forma; should include requested amount of IRF funding and underlying assumptions. Use loan assumptions found on page 3.
 - Resume on developer/principals
 - Financial statements within last 12 months on project principals and global cash flow statement on R/E holdings
 - Latest market feasibility study/feasibility study showing demand for new use

- Zoning map or land use map

• Match Use Chart: See page 10 of the 2015 Application Instruction Manual for more information and an example.

• Additional Project Info: Attach as Available and label clearly. The more information provided upfront, the sooner the project can get underway.

- Project pro-forma; should include requested amount of IRF funding and underlying assumptions. Use loan assumptions found on page 3.

- Resume on developer/principals

- Financial statements within last 12 months on project principals and global cash flow statement on R/E holdings

- Latest market feasibility study/feasibility study showing demand for new use

- Proof of recent Phase II environmental

- Proof of property zoning/re-zoning or specific timeline by which that will be accomplished

- Letters of interest/term sheets from primary funder(s)

- Other project-related commitments (e.g., franchise agreements)

- Management plan/operation agreements

- Sources & Uses of ALL funding and equity in the project and discuss the role of IRF money in terms of filling financing gaps.

- Copies of Part 1 and/or Part 2 of Historic Tax Credit Certification

Review the 2015 Application Instruction Manual for more information on required attachments.

Table of Contents

Resolution

Local Assurances and Authorization

Property Description Sheet(s)

(to get the template file by clicking [HERE](#))

Photographs (zip folder)

Maps (zip folder)

Match Use Chart

Economic Development Plans or Strategies

Application Submission



Application ID: 17406262014130630

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[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)[Save This Tab](#)

Enter optional comments regarding your application in the space below:

--	--

Application Status

Incomplete Applications: ?

Application ID ?

Project Name ?

Withdraw ?

Application ID	Project Name	Program Name	Updated		
12708052013112202	Report Template Test	Building Collaborative Communities	8/5/2013	Edit	Withdraw
8501272014102424	TEST- DHCD DO NOT PROCESS 1/27/2014	BEE Planning Grants - FY 2014	1/27/2014	Edit	Withdraw
15401272014160814	DHCD Test of Competitive Application	Competitive - 2014	2/27/2014	Edit	Withdraw
15301292014163859	Un Test	Urgent Need - 2014	1/29/2014	Edit	Withdraw
14801292014164151	CR Test	Construction-Ready Water and Sewer - 2014	1/29/2014	Edit	Withdraw
12401312014141027	Access Test	ARC Access Road	1/31/2014	Edit	Withdraw
15003042014140713	Test	Community Development Local Innovation - 2014	3/4/2014	Edit	Withdraw
17406262014130630	IRF 2015 - Test	Industrial Revitalization Fund Implementation	6/26/2014	Edit	Withdraw

Pending Applications: ?

No Applications Found!

In Progress - Applicant: ?

No Applications Found!

In Progress - DHCD: ?

No Applications Found!

Approved Applications: ?

Application ID	Project Name	Program Name	Approved	
5001162013141614	My Test II. Testing March 26, 2014	CDBG Planning Grants - 2013	1/18/2013	View

For more Information

Louellen Brumgard

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804-371-7069

Alexis Thompson

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www.dhcd.virginia.gov/IRF



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